

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
JOB OPPORTUNITY

BEHAVIORAL HEALTH PROGRAM MANAGER – TWO (2) POSITIONS

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on current exam lists

Location: Connecticut Valley Hospital – Administrative Support Services Division - Compliance & Performance Improvement – Middletown, CT

Job Posting No: CV27532 and CV100548

Hours: 1st shift: Monday – Friday, 8:00 a.m. to 4:30 p.m. (40 hours per week)

Salary: \$73,653.00 Annually

Closing Date: August 12, 2012

The Behavioral Health Program Manager independently plans, coordinates, and implements activities to assess the quality and safety of hospital processes and patient care. Develops and evaluates goals and objectives of performance improvement (PI) projects, consistent with the hospital's mission and priorities.

Interprets Joint Commission Standards and Centers for Medicare and Medicaid Services Conditions of Participation impacting PI, Risk Management and Safety activities and designs projects to evaluate performance. Participates in continuous survey readiness activities including qualitative record reviews and mock survey activities and develops educational materials for staff.

Leads PI projects and teams and serves as expert resource for staff, departments and committees. Effectively utilizes PI tools and techniques, including but not limited to Root Cause Analysis, Failure Mode & Effects Analysis, statistical process control, data analysis and process redesign. Identifies and defines indicators, establishes baselines, thresholds and sample sizes, performs data and statistical analysis, identifies patterns, trends and variances in performance and prepares graphs, charts and summary analysis reports. Conducts trended analysis of incident and safety data, including factors contributing to critical incidents, to inform hospital policy regarding systems issues impacting patient safety and quality of care.

Develops and oversees the implementation of corrective action plans, ensuring timely implementation, evaluation and modification as warranted. Maintains thorough documentation of all PI activities and projects.

Eligibility Requirement: This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the Behavioral Health Program Manager examination, and therefore; on the current certification list promulgated by the Department of Administrative Services for this classification may apply.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

- **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
- **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
- **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Doreen Clemson, Human Resource Associate
Connecticut Valley Hospital, P. O. Box 351, Middletown, CT 06457
Fax : (860) 262-5055
Email : doreen.clemson@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. **Mgrl**